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9 May 1956

MEMORANDUM FOR : Project Director of Administration

SUBJECT : Memorandum from KNEARE Comptroller Pertaining
to Time and Attendance Reports (Incomplete and Late)

1. I believe we agree that subject memorandum does not require a formal reply, but our actions in handling this type of document hereafter will no doubt decide whether or not it will be necessary for us to hold correspondence with the Comptroller and/or other Agency officials concerning the subject. As you are aware salary checks are about the most important single item to many of the employees and the Time and Attendance Report is a requisite to issuing the check. Accordingly we must be sure that our reports are correctly and timely presented.

2. The attached memorandum, in my opinion, should be referred to the Personnel Officer under whose jurisdiction our Time and Attendance Reports are processed, with the request that the individual responsible for handling Time and Attendance Reports be relieved of all other responsibilities on each second Monday, for so much time as may be necessary, to insure that the documents are delivered to the Fiscal and Finance Divisions within the time specified in the regulations.

3. It may be that certain information is being abstracted from these documents resulting in a portion of the delay and if such is the case we may very well need to decide against maintaining this detailed data in the interest of expediting release to the Paying Office. If the need should arise we can always view the document employed as a basis for certifying the payroll(s).

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Project Comptroller

Attachment:

Memo--

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Distribution:

- 001 - Addressee w/att
- 3 - (Fin)
- 4 - Personnel
- 5 - Fiscal Division
- 6 - Reading
- 7 - Chrono

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